★*INSPECTOR GENERAL ACTIVITIES*

"HOLDOVER"
"The basic publication has changed; impact on supplemental information is under review
by the OPR. Users should follow supplemental information that remains unaffected."

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

NOTICE: This publication is available digitally on the HQ AETC Publishing WWW site at
http://www.aetc.randolph.af.mil/im. If you lack access, contact your base publishing manager.

AFI 90-201, 28 December 2001, is supplemented as follows:

This supplement provides guidance and procedures for the AETC Inspection Program. It applies to commanders, operations supervisors, aircrews assigned or attached to AETC for flying, AETC-gained Air Force Reserve Command (AFRC) units, AETC-gained Air National Guard (ANG) units, and all AETC units. AETC subordinate units will ensure locally developed instructions or supplements are not less restrictive than Air Force or AETC inspection instructions. AETC-gained AFRC and ANG units will ensure locally developed instructions or supplements are not less restrictive than Air Force instructions or this supplement. In addition, AETC subordinate units will send their supplements to AFI 90-201 to HQ AETC/IGIX for review before publishing. AETC-gained AFRC and ANG units will send their supplements to AFI 90-201 to HQ AFRC/IGI and NGB/IGI, respectively, and to HQ AETC/IGIX for review before publishing. Maintain and dispose of records created as a result of prescribed processes in this publication in accordance with AFMAN 37-139, *Records Disposition Schedule* (will become AFMAN 33-322, Volume 4).

SUMMARY OF REVISIONS

This publication has been substantially revised and must be completely reviewed.

1.6. Attachment 9 (Added)(AETC) provides the AETC Inspector General (IG) responsibilities.

2.1. AETC-inspected organizations should use the checklists published at https://www.aetc.af.mil/ig and other published guidance as a baseline for inspections. Information for conducting and supporting AETC operational readiness inspections (ORI) and contracted support activity inspections (CSAI) is in Attachment 9 (Added)(AETC) and Attachment 10 (Added)(AETC). HQ AETC/IG will conduct CSAIs using the contract statement of work (SOW), performance work statement (PWS), or performance requirements document (PRD) as the inspection guide.

2.1.2. Within 30 days of an AFI or AETCI change, the AETC functional will modify all inspection checklists affected by the change, if necessary, and forward the checklists to the appropriate office in HQ AETC/IG.

2.1.4. (Added)(AETC) Management Review. The need for a management review of any AETC program, function, or system should be identified by analyzing management data or inspection reports or from specific sources such as accident investigation board recommendations. HQ AETC staff agencies and subordinate units will submit review proposals to HQ AETC/IGIX. ANG-gained units will submit review proposals through NGB/IG, HQ AETC/IGIX - IN TURN.

2.2.2. AETC organizations and activities are subject to inspection at any time as directed by the AETC Commander. For ANG-gained units, this must be approved by the NGB/IG and The Adjutant General (TAG) of the State. HQ AETC/IG generally conducts ORIs and CSAIs on a short-notice basis and usually notifies organizational commanders (or other appropriate officials) by telephone and memorandum at least 60 days before the inspection is scheduled to begin. A 6-month tentative schedule is available at https://www.aetc.af.mil/ig. HQ AETC/IG will coordinate the ORI schedule for ANG-gained units with the NGB/IGI annualy before posting it to the web site. HQ AETC/IGI will coordinate draft inspection schedules of AFRC units with HQ AFRC/IGI at least annually. AFRC and ANG units will receive approximately a 1-year advance notice to facilitate the scheduling of annual tours and unit training assemblies. ANG units will provide quarterly Gatekeeper updates to NGB/IG.

2.5.1.1. (Added)(AETC) A CSAI provides commanders an independent inspection of base-level and operations- and maintenance-contracted activities. Coordinate ratings less than compliant with the appropriate contracting officer before publishing the report. Inspection findings, observations, and reports may be disclosed to the contractor through the contracting officer with the explicit understanding that such results must be treated as privileged information. Mark, safeguard, and handle CSAI reports as privileged documents with controlled distribution. If a contracting officer does not recommend full report release, elevate concerns through HQ AETC/IG channels for consultation with legal and contracting authorities to obtain a final disposition. Normally, a CSAI is conducted when a contractor is performing work to comply with a contract written by an AETC contracting activity. If a non-AETC contracted activity provides a service to AETC, a CSAI will be conducted if allowed by the contract. Applicable functional area chiefs (FAC) and functional directors (FD)/functional commanders (FC) or quality assurance evaluators (QAE)/quality assurance representatives (QAR) must coordinate with the non-AETC contracting office before communicating inspection results to the contractor, directing discrepancy corrections, and determining adequacy of contractor corrective actions.

2.5.1.2. (Added)(AETC) CSAIs will normally take place concurrently with ORIs. During ORIs, contractor participation and performance may be evaluated and incorporated into the inspection report; however, the CSAI system prescribed in this supplement (paragraphs 2.5.1.3 [Added][AETC] through 2.5.1.12.3 [Added][AETC]) goes beyond evaluating how the Air Force manages a contracted function. CSAIs concerning operational training contracts will be done with the inspected training wing and not

necessarily with the owning wing.

2.5.1.3. (Added)(AETC) If QAE or QAR surveillance of a contracted function is not rated, contractor performance of that functional area will not normally be rated during a CSAI.

2.5.1.4. (Added)(AETC) The QAE or QAR will be evaluated and rated in the ORI report.

2.5.1.5. (Added)(AETC) HQ AETC/IG:

2.5.1.5.1. Coordinates with HQ AETC/LGC and HQ AETC/JA on contractual policies and other matters having an impact on the CSAI.

2.5.1.5.2. Develops a recurring training program for all inspectors, team chiefs, and augmentees on how to inspect contractors.

2.5.1.5.3. Prepares for each inspection by obtaining and reviewing the contract SOW, PWS, PRD, quality assurance surveillance plan (QASP), QAE/QAR checklists, and the contractor's quality control plan.

2.5.1.5.4. Develops and implements safeguards to prevent unnecessary contractor claims and protests resulting from inspecting contracted functions.

2.5.1.5.5. Inbriefs the contractor, writes the CSAI report, and outbriefs the contractor.

2.5.1.5.6. Develops CSAI inspection areas in coordination with HQ AETC functional staff agencies and according to the SOW, PWS, and PRD.

2.5.1.6. (Added)(AETC) HQ AETC/LGC assists AETC contracting activities in developing procedures for notifying contractors of CSAI purpose, objectives, and procedures.

2.5.1.7. (Added)(AETC) The inspected unit sends the contract SOW, PWS, PRD, QASP, QAE/QAR checklists, and contractor's quality control plan to HQ AETC/IG. Any peculiar contract management issues and pending contract actions will also be obtained through the contracting officer.

2.5.1.8. (Added)(AETC) The contracting officer must be included when contract interpretation is necessary.

2.5.1.9. (Added)(AETC) Inspection report procedures are as follows:

2.5.1.9.1. In the findings of the separate CSAI report, the inspectors will identify contract SOW, PWS, and/or PRD references. Inspection discrepancies must not deviate from the SOW, PWS, or PRD. *NOTE:* Do not use "best practices" in the CSAI report.

2.5.1.9.2. Address contractor performance by creating a separate sub-tab for each contractor (as a minimum). Contracted functions will receive a rating under the three-tier rating system; that is, compliant, marginally compliant, and not compliant. Do not reference the actual name of the contractor in the tab title or the report itself. The CSAI report is a stand-alone report and will not be considered when determining the overall rating of a government function.

2.5.1.9.3. The contractor's portion of the inspection report is releasable to the contractor through the contracting officer. The privileged document statement in the basic publication, paragraph 2.8.2, must appear on the released information. Only that portion of the report relating to the specific contractor will be released to him or her. The CSAI will be published in limited copy and under limited distribution through the contracting officer.

2.5.1.9.4. FACs, FDs, and FCs must reply to answerable discrepancies in the CSAI report. The respective contracting officer is the office of collateral responsibility (OCR) and will coordinate on the reply before it is submitted to HQ AETC/IGI. As a minimum, replies will address formal government actions taken by the contracting officer in response to contractor discrepancies identified during the inspection and the adequacy of corrective actions taken by contractors that are considered adequate. (*NOTE:* Only contracting officers are authorized to direct contractors to correct discrepancies identified during CSAIs. Likewise, determining the adequacy of contractor corrective actions is a local matter in which commanders, FACs, FDs, and FCs work through the contracting officer's authority. While they may participate in the review for adequacy of contractor corrective actions, staff agencies will not direct the base to initiate contractor corrective actions. Directing contractors to correct discrepancies and determining the adequacy of corrective actions are matters of contract administration and require contracting officer expertise.)

2.5.1.10. (Added)(AETC) Inspection procedures are as follows:

2.5.1.10.1. Inspectors will provide an inbrief to the contractor's project manager covering the purpose, scope, and conduct of the inspection. Daily status briefings are optional; however, refer major problems to the project manager as soon as possible. Inspectors will provide an outbrief to the contractor's project manager at the conclusion of the inspection. This is an information discussion of significant discrepancies identified during the inspection.

2.5.1.10.2. Inspectors will provide a copy of their inspection schedule to the contractor's project manager to avoid unreasonable interruptions of contractor performance. The inspection schedule will also be provided to the QAE/QAR.

2.5.1.10.3. Inspectors should inspect all areas of contractor performance and document any noncompliance. Only the contracting officer takes formal action against the contractor for noncompliance. Inspectors will not direct contractor performance, nor will they direct the contractor to correct discrepancies. If an inspector notes an imminent danger to personnel or equipment, he or she will take immediate action to mitigate the hazard.

2.5.1.10.4. The QAEs, QARs, and/or the contracting officer may accompany inspectors during the inspection.

2.5.1.10.5. Validation of discrepancies begins with the QAE/QAR. After complete development and initial validation, the QAE/QAR will validate discrepancies with the contractor's project manager. Involvement by the contracting officer is encouraged. Validated discrepancies must be directly associated with a contract SOW, PWS, or PRD reference.

2.5.1.10.6. The formal outbrief to contractors of CSAI results is the applicable portion of the CSAI report. Contractor personnel are not authorized to attend the executive or theater outbriefs. The executive and AETC command and staff outbriefs may be used as proper forums to provide thorough

assessments of a contractor's ability to effectively support the mission.

2.5.1.11. (Added)(AETC) Inspection areas are:

2.5.1.11.1. Compliance with the contract SOW, PWS, and PRD.

2.5.1.11.2. Contractor's quality control plan, to include depth and scope of quality control methods.

2.5.1.12. (Added)(AETC) CSAI ratings are:

2.5.1.12.1. Compliant. A compliant rating indicates the contractor is complying with the SOW, PWS, and/or PRD, with minor discrepancies.

2.5.1.12.2. Marginally Compliant. A marginally compliant rating indicates the contractor has one or more discrepancies from the requirements contained in the SOW, PWS, or PRD that impedes **or limits** mission accomplishment.

2.5.1.12.3. Not Compliant. A not compliant rating indicates the contractor has one or more discrepancies from the requirements contained in the SOW, PWS, or PRD that precludes or seriously limits mission accomplishment.

2.5.2. All AETC organizations should establish and manage a unit self-inspection program (SIP). Commanders should appoint, in writing, a primary and alternate point of contact (POC) for the SIP. Units should conduct a thorough self-inspection covering all functional areas and key programs at least once a year; commanders may, however, direct a self-inspection at any time. The latest HQ AETC/IG checklists, plus other guides, supplements, or checklists should be used. Make every effort to avoid members inspecting programs under their immediate control.

2.6.2.3. The AETC Commander designates or approves all AETC special interest items (SII); the Director of the ANG designates or approves all ANG SIIs originating from the National Guard Bureau (NGB) and determines applicability of AETC SIIs for ANG units gained by AETC.

2.6.2.3.1. HQ AETC/IGIX periodically publishes and posts a current listing of Air Force, AETC, and ANG SIIs at https://www.aetc.af.mil/ig.

2.6.2.3.2. HQ AETC/IGI inspects for compliance with Air Force, AETC, and ANG SIIs during inspections. Wing SII files should be available for review during staff assistance visits (SAV).

2.6.2.3.3. (Added)(AETC) SII Topics:

2.6.2.3.3.1. Major HQ AETC staff elements may recommend SII topics through HQ AETC/IG (with the assistance of the HQ AETC/IGI functional inspection area) for AETC Commander approval.

2.6.2.3.3.2. The HQ AETC staff OPR, in coordination with HQ AETC/IGIX and the functional inspection branch OPR, prepares and coordinates a proposed SII draft and any additional guidance required. Contact HQ AETC/IGIX for the SII format used in AETC. The finalized SII and inspection guide/checklist are then forwarded for AETC Commander approval.

2.6.2.3.3.3. HQ AETC/IGIX advises the appropriate AETC and AETC-gained units, by e-mail, that a new SII (and any additional guidance required) is available for implementation and posted at https://www.aetc.af.mil/ig.

2.6.2.3.3.4. ANG/IG and HQ AFRC/IG will forward a copy of any published SIIs to HQ AETC/IGIX to be posted at https://www.aetc.af.mil/ig. Only those AETC SIIs that have been coordinated and approved by the ANG apply to ANG units.

2.8.2. The base- or unit-level public affairs office will clear newspaper releases or articles pertaining to inspection activities by telephone with HQ AETC/IGIX. SAV or other inspection-type reports directed and submitted by functional staff managers are not privileged under this supplement. (*NOTE:* The Secretary of the Air Force Inspector General (SAF/IG) has granted a special waiver to HQ AETC. This waiver authorizes the 80 FTW to release inspection reports to North Atlantic Treaty Organization (NATO) officers permanently assigned to the 80 FTW at Sheppard AFB. The intent is for these officers to have access to applicable inspection reports in the performance of their assigned duties. This waiver does not authorize the further release of inspection reports to other non-United States officers, air forces, or governments without the express approval of the SAF or designated representative.)

2.8.2.1. Commanders of inspected units may authorize the publication in public access media of five-tier ORI ratings of the following areas:

2.8.2.1.1. For wings: overall wing rating, commander's items (overall rating), and overall ratings for groups.

2.8.2.1.2. For GSUs, NCO academies, AFROTC, and AFRS units: overall unit ORI ratings.

2.8.4. (Added)(AETC) AETC Inspection Report Replies. Reply requirements to the HQ AETC/IG inspection reports are provided in applicable reports. Prepare inspection report replies according to Attachment 11 (Added)(AETC). Submit report replies under cover memorandum (sample at https://www.aetc.af.mil/ig). AFROTC- and AFRS-specific reply routing instructions are included with the ORI report.

2.8.5. (Added)(AETC) Air Force Inspection Report Replies. HQ AETC/IGIX sends Air Force inspection reports to staff agencies for review, comment, and action. Staff agencies should not generalize their replies, but should prepare specific answers to each discrepancy within their areas of responsibility, describing corrective action taken or in progress. The HQ AETC/IG quotes staff agencies' comments when preparing the command's reply to Air Force inspection reports. If the reports require endorsement by activities of this command or other commands, HQ AETC/IGIX prepares the correspondence.

2.8.6. (Added)(AETC) Subordinate Unit Inspection Report Replies. HQ AETC/IGIX sends copies of subordinate unit replies to the inspectors for review and comment as to the adequacy of corrective action taken to identify deficiencies. Inspectors will coordinate, as necessary, with HQ AETC staff and respond per guidance in Attachment 11 (Added)(AETC).

2.8.7. (Added)(AETC) Inspection Report Suspenses. HQ AETC/IGIX establishes the suspense to inspectors for processing action on reports of inspections.

2.8.8. (Added)(AETC) Closing Inspection Reports. HQ AETC/IGIX notifies activities concerned when the inspection report is officially closed.

2.9.2. HQ AETC/IGIX serves as the focal point for coordinating scheduled Air Force inspection visits to the HQ AETC staff. HQ AETC/IGIX will:

2.9.2.1. Monitor Air Force inspection schedules and provide the HQ AETC staff with coordination assistance (as required).

2.9.2.2. Monitor the designation of HQ AETC POCs in connection with scheduled Air Force inspection visits to HQ AETC.

2.9.3. HQ AETC and NGB staff agencies, to include numbered Air Forces (NAF) and directorates, will:

2.9.3.1. Coordinate SAVs and other inspection-type visits to prevent duplication of effort, scheduling conflicts, and excessive oversight. Make every effort to combine evaluations with HQ AETC/IG visits to reduce the overall inspection imprint on AETC units.

2.9.3.2. Not schedule or conduct SAVs within the period 120 days before an ORI or CSAI unless requested by the unit and approved by HQ AETC/IGIX.

2.9.5. (Added)(AETC) The HQ AETC/IG will conduct a headquarters (HQ) compliance inspection of HQ AETC, 2d Air Force (2 AF), and 19th Air Force (19 AF) on a 24-month cycle. As a minimum, the HQ compliance inspection will inspect programs management, support staffs, and SIIs.

2.9.6. (Added)(AETC) HQ AETC/IGI will establish a plan for the regular inspection of subordinate units. These planning intervals do not preclude scheduling inspections by exception when management indicators disclose that an organization is not achieving the desired level of mission accomplishment. Conduct followup inspections for unsatisfactory ratings at the squadron level and above. HQ AETC/IG is the approval authority for all followup inspections. Any unit needing a change to its scheduled inspection date should forward the request to AETC/CV through the NAF commander or equivalent commander. AFRC units will forward requests to HQ AFRC/IG, AFRC/CC, 19 AF/CC, AETC/CV, IN TURN. ANG units will forward requests to NGB/IG, NGB/CF, 19 AF/CC, AETC/CV, IN TURN. If relieved from a scheduled inspection, HQ AETC/IG will reschedule the inspection as soon as possible following the previously scheduled date. Normal inspection intervals are as follows:

2.9.6.1. Wings, Air University (AU), Air Force Institute of Technology (AFIT), AETC Contracting Squadron (AETC CONS), 381st Training Group (381 TRG), comparable units, and AETC continental United States (CONUS) noncommissioned officer (NCO) academies—approximately 24 months.

2.9.6.2. Air Force Reserve Officer Training Corps (AFROTC) units—approximately 36 months. ORIs are normally conducted only during the academic year; therefore, the interval is subject to occasional variation.

2.9.6.3. Technical training geographically separated units (GSU) and recruiting units—approximately 36 months.

2.9.6.4. AETC-gained ANG and AFRC units—approximately 48 months.

2.9.7. (Added)(AETC) The HQ AETC staff and subordinate units will ensure personnel are available to assist the HQ AETC/IG on inspections.

2.10.1. AETC host installation commanders and AETC-gained unit commanders, NAFs, AFRS/CC, AFOATS/CC, and commanders of major units (AFIT, 58 SOW, 336 TRG, and 381 TRG) inspected by HQ AETC/IG but not residing on an AETC installation must appoint a Gatekeeper POC. AETC Gatekeeper POC responsibilities are listed in AETCI 90-202, *AETC Gatekeeper Program.*

4.9. AETC Forms 98, 156, 325, and 667.

NOTE: **The following are added to Attachment 1:**

References

AFI 10-215*, Personnel Support for Contingency Operations*
AFJI 11-204, *Operational Procedures for Aircraft Carrying Hazardous Materials*
AFI 31-101, *The Air Force Installation Security Program*
AFI 32-2001, *The Fire Protection Operations and Fire Prevention Program*
AFI 32-4001, *Disaster Preparedness Planning and Operations*
AFI 36-507, *Mobilization of the Civilian Work Force*
AFI 36-2903, *Dress and Personal Appearance of Air Force Personnel*
AFPD 90-3, *Inspector General—Complaints Program*
AFI 90-301, *Inspector General Complaints*
AETCI 90-202, *AETC Gatekeeper Program*

Abbreviations and Acronyms

ABD—air base defense
ADMS—Air Education and Training Command Deficiency Management System
AFIT—Air Force Institute of Technology
AFOATS—Air Force Officer Accession and Training Schools
AFOSH—Air Force Occupational Safety and Health
AFROTC—Air Force Reserve Officer Training Corps
AFRS—Air Force Recruiting Service
ATSEP—Air Traffic System Evaluation Program
ATSO—ability to survive and operate
AU—Air University
BDU—battle dress uniform
CBL—commercial bill of lading
CCD—camouflage, concealment, and deception
COMSEC—computer security
CONUS—continental United States
CP—command post
CSF—chief of security forces
CV—vice commander
DAF—Department of the Air Force
DCC—deployment control center

dpi—dots per inch
EAL—entry authorization list
EET—exercise evaluation team
FC—functional commander
FD—functional director
FAC—functional area chief
FOA—field operating agency
FPCON—force protection condition
FTW—flying training wing
FWA—fraud, waste, and abuse
GBL—government bill of lading
GSU—geographically separated unit
GTR—government transportation request
HC—chaplain
HCI—headquarters compliance inspection
HHQ—higher headquarters
HQ—headquarters
ID—identification
JPEG—Joint Photographic Experts Group
MARE—major accident response exercise
MPF—military personnel flight
NAF—nonappropriated funds; numbered Air Force
NATO—North Atlantic Treaty Organization
NBC—nuclear, biological, and chemical
NCO—noncommissioned officer
NCOA—Noncommissioned Officer Academy
NDRE—natural disaster response exercise
PERSCO—personnel support for contingency operations
POC—point of contact
PRC—personnel readiness center
PRD—performance requirements document
PRU—personnel readiness unit
PWS—performance work statement
QAE—quality assurance evaluator
QAR—quality assurance representative
QASP—quality assurance surveillance plan
RIBS—readiness in base services
ROE—rules of engagement
SAV—staff assistance visit
SIP—self-inspection program
SOW—statement of work
SPI—situational problem input
stan/eval—standardization/evaluation
TAG—The Adjutant General
TDY—temporary duty
UCI—unit compliance inspection
VCR—videocassette recorder

WBFMP—Weight and Body Fat Measurement Program
WMP—war management plan
WRM—war reserve materiel

Terms

Areas Requiring Improvement—An item documented to place emphasis on the need for resolution before it develops into a more serious problem, to provide crossfeed to other units, or to act as an indicator of overall unit health.

Strength—An effective concept, technique, or management practice that demonstrates the unit has exceeded regulatory requirements and provides other units the opportunity to enhance their processes.

Unsatisfactory (Added to AFI definition)—A significant deficiency would also include one that endangers personnel or resources.

A5.4.3.1. The personnel readiness unit (PRU) or personnel readiness center (PRC) is the base OPR for personnel matters in support of contingency, wartime, exercise, and emergency operations. During contingency and emergency operations or exercises, this function becomes a PRC that is staffed continuously. Additionally, it is the base OPR for personnel strength accountability and reporting using the MANPER-B system. Inspectors use these inspection areas as baselines to evaluate the capability of the PRU or PRC to support contingency (including rotational deployments), wartime, exercise, and emergency operations as prescribed in AFI 10-215, *Personnel Support for Contingency Operations*. Personnel inspectors place the most emphasis on these areas in this attachment that affect personnel accountability and reporting to include the maintenance and operation of MANPER-B systems. Personnel inspectors develop scenarios that encompass wartime functions to provide a comprehensive, performance-oriented evaluation.

FELIX M. GRIEDER, Colonel, USAF
Inspector General

4 Attachments (Added)(AETC)
9. Conducting and Supporting an AETC ORI, UCI, HCI, and CSAI Reports
10. Specialized Inspection Requirements
11. Guide for Preparing Replies to ORI, UCI, HCI, and CSAI Reports
12. Operational Readiness Inspection (ORI) Contingency Phase Procedures

Attachment 9 (Added)(AETC)

CONDUCTING AND SUPPORTING AN AETC ORI, UCI, HCI, AND CSAI

Section A9A—Management of AETC Inspection System

A9.1. Responsibilities. The HQ AETC/IG is responsible to the AETC Commander for the command inspection, complaints, and congressional inquiries programs.

A9.2. Purpose. HQ AETC/IG inspections are performed to determine how effectively, efficiently, and

safely an organization accomplishes its missions and responsibilities; determine responsiveness to assigned wartime taskings; assess the capability to cope with and recover from major peacetime accidents or disasters and threats to base personnel and resources; identify obstacles that impact mission accomplishment; eliminate waste; increase readiness; and provide information to other units for use in improving their operations.

A9.3. Scope. All subordinate AETC units and activities are subject to inspection except those specifically exempted by the AETC Commander and commanders of AU, NAFs, Air Force Officer Accession and Training Schools (AFOATS), Air Force Recruiting Service, Air Force Reserve Command, or the Director, ANG. Inspections include an examination of leadership and program management procedures at all levels in all functions to determine the unit's ability to accomplish its assigned mission effectively and safely; compliance with laws, instructions, regulations, technical orders, etc.; and emphasis placed on the detection and prevention of fraud, waste, and abuse (FWA).

NOTE: Refer to inspection checklists at https://www.aetc.af.mil/ig for specific areas inspected and their corresponding checklists. Written tests may be administered to evaluate some areas.

A9.4. Types of Inspections. HQ AETC/IG conducts ORIs, CSAIs, headquarters compliance inspections (HCI), unit compliance inspections (UCI), followup inspections, management reviews*,* and limited inspections of organizations reporting to the AETC Commander.

A9.4.1. Operational Readiness Inspections (ORI). ORIs are generally conducted on a short-notice basis. ORIs evaluate the ability of AETC units to accomplish assigned peacetime and wartime missions and responsibilities effectively and safely in support of Air Force and other MAJCOMs as defined in the AETC War and Mobilization Plan and other specific tasking sources. Ratings reflect the overall accomplishment of the missions and supporting processes.

A9.4.2. Contracted Support Activity Inspections (CSAI). CSAIs assess contractors' compliance with their SOW, PWS, and/or PRD, and are normally accomplished in conjunction with ORIs. See paragraph 2.5.1.11 (Added)(AETC) for inspection areas.

A9.4.3. Headquarters Compliance Inspections (HCI). HCIs are generally conducted on a short-notice basis. Their purpose is to determine how effectively, efficiently, and safely the headquarters accomplishes its mission and responsibilities; determine responsiveness to assigned wartime taskings; assess the capability to cope with and recover from major peacetime accidents or disasters and threats to resources; identify obstacles that impact mission accomplishment; eliminate waste; increase readiness; and provide information to other units for use in improving operations.

A9.4.4. Unit Compliance Inspections (UCI). UCIs are generally conducted on a short-notice basis. Their purpose is to evaluate unit compliance with higher headquarters directives.

A9.4.5. Management Reviews. Management reviews evaluate specific programs, functions, or activities on a command-wide basis and assess their effectiveness in supporting the Air Force and AETC missions.

A9.4.6. Followup Inspections. Followup inspections evaluate actions taken by unit commanders to correct deficiencies identified in the inspections listed in paragraphs A9.4.1 through A9.4.5, this supplement. They are normally scheduled within 180 days following the date of the inspection involved.

A9.4.7. Limited Inspections. The term "limited" is used with any of the inspections listed in paragraphs A9.4.1 through A9.4.5, this supplement, to indicate that the scope of the inspection is restricted.

A9.5. Frequency of Inspections. The AETC Commander establishes inspection intervals, which are listed in paragraph 2.9.6 (Added)(AETC).

A9.6. Scheduling:

A9.6.1. HQ AETC/IGIX sends a 1-year inspection schedule, updated quarterly or as needed, to AFIA/CV for coordination and consolidation with other MAJCOM and field operating agency (FOA) schedules. AFIA/CV establishes the suspenses for submission.

A9.6.2. HQ AETC/IGIX will forward the inspection schedule to HQ AETC POCs for planning purposes. *NOTE:* The inspection schedule is considered "trusted agent" material, not releasable to the field.

A9.6.3. To avoid scheduling conflicts, HQ AETC POCs will notify HQ AETC/IGIX (see paragraph 2.9.3, as supplemented) of all scheduled inspection-type visits by members of their staff to activities of this command. The AETC Gatekeeper (HQ AETC/IGIX) will resolve conflicts.

A9.6.4. HQ AETC/IGIX will coordinate inspections involving AFRC units with the HQ AFRC/IGIO Gatekeeper, DSN 497-1504, and inspections of ANG units with the NGB Gatekeeper, DSN 327-2507.

A9.6.5. HQ AETC/IG project officers will provide active duty units a notification memorandum 60 to 90 days prior to the scheduled inspection. Project officers will provide ANG and Reserve units a notification memorandum 1 year prior to the scheduled inspection.

A9.7. Restricted Area Badges:

A9.7.1. The inspected unit will accept restricted area badges issued to inspection team members at home base; otherwise, normal escort procedures will apply.

A9.7.2. The security forces inspector will provide the chief of security forces (CSF) of the inspected unit with an entry authorization list (EAL) for authentication and distribution. The EAL will contain the names, grades, last six of Social Security numbers, restricted area badge numbers, security clearance, and access level of inspection team members.

A9.7.3. The unit command post (CP) and law enforcement desk will maintain a copy of the EAL during the inspection.

A9.7.4. Entry procedures for restricted areas and sensitive compartmented information facilities must be according to AFI 31-101, *The Air Force Installation Security Program*.

A9.7.5. The unit will determine team vehicle identification procedures, including rentals and privately owned vehicles. Vehicle access must be permitted to flight line areas or any other area where government-owned vehicles are normally authorized.

Section A9B—Base Support and Inspection Preparation

A9.8. Base Support. Bases develop a plan or instructions to address the support of HQ AETC/IG ORIs**,** UCIs, and CSAIs, including local information on work center location and setup, and administrative support as described in paragraph A9.8.1, this supplement. Recruiting units, AFROTC detachments, noncommissioned officer academies (NCOA), and GSUs are exempt from developing a formalized support plan. Paragraphs A9.9 through A9.10.6.5 contain inspection team support requirements for these organizations. Specialized requirements for base-level inspections are shown in Attachment 10 (Added)(AETC). Additional requirements will be coordinated between the unit and HQ AETC/IG project officers.

A9.8.1. Administrative Requirements. The inspected unit will appoint two information management NCOs (SSgt through MSgt) familiar with the base to assist in managing the HQ AETC/IG work area and in preparing the inspection reports, two dedicated system administrators with full administrative rights for direct IG support, and one full-time secretary. Previous experience in preparing IG reports is desirable. *NOTE:* Because of the variances from base to base, computer requirements will be provided in the notification-of-inspection memorandum.

A9.8.2. Lodging Requirements. HQ AETC/IGISL will coordinate all big team lodging requirements before team departure. Lodge the team on base when possible; however, do not displace authorized personnel already residing in transient quarters for the sole purpose of accommodating team members. The host base will establish a prepriced blanket purchase agreement or purchase order for commercial quarters to meet team needs when base quarters are not available. Provide a room assignment listing and room keys to one of the administrative NCOs designated to assist the inspection team (see paragraph A9.8.1, this supplement).

A9.8.3. Logistics Requirements:

A9.8.3.1. Provide staff cars for the AETC Inspector General, team chief, and branch chiefs on full-time dispatch, to be available when the team arrives.

A9.8.3.2. Ensure support plans include the requirement for approximately one vehicle per two inspectors. Vehicles can be staff cars, station wagons, pickups, etc.; however, primary emphasis should be on four-door vehicles. The HQ AETC/IGISL monitor will coordinate the number of vehicles required.

A9.8.3.3. Ensure all vehicles contain a base map and a local area map. Establish procedures to allow unrestricted flight line and controlled area operations (government, rental, or privately owned vehicles). Vehicles must also contain detailed instructions concerning vehicle refueling (including a detailed map and fuel pump hours of operation). *NOTE:* The HQ AETC/IGISL monitor will coordinate any variation or additional transportation requirements with the base transportation officer.

A9.8.3.4. Appoint a baggage detail, including at least one NCO, to meet the aircraft and take care of the HQ AETC/IG team's needs. Transportation of travel kits from the aircraft to the work center may be combined with this baggage detail. The detail NCO in charge will coordinate with the lodging office to obtain room assignment information before the team arrives. Do not release the baggage detail until a positive check has determined that all baggage is off the aircraft.

A9.8.4. Miscellaneous Requirements (After Team Arrival). The inspected unit will provide the inspection team a consolidated list of inspector lodging arrangements and assigned office space, to include building room and telephone numbers.

A9.8.5. Reprographics Requirements. Use blue card stock for the front and back covers of the report. Print the rating definitions page on the inside of the front cover and the distribution page on the inside of the back cover. (The reports will usually be ready for reproduction late on the day before the outbrief.) Print the reports head to head. Do not punch holes in the margins of the report. Staple the report on the left side with two evenly spaced staples. Print approximately 5 copies for the inspected base and 10 copies for HQ AETC.

A9.9. AFROTC Detachment, Recruiting Unit, and NCOA Inspection Team Support Requirements. HQ AETC/IGIE, IGIR, or IGIS will notify units of requirements approximately 4 to 8 weeks before a scheduled inspection.

A9.10. Operations Training GSU Inspection Team Support:

A9.10.1. Personnel Requirements. The only personnel requirement is for assigned administrative personnel. Typing support required is very limited.

A9.10.2. Office Space and Equipment Requirements:

A9.10.2.1. Designated work area, preferably an unused classroom.

A9.10.2.2. Access to reproduction or copier machine.

A9.10.2.3. Two steno pads and four pencils.

A9.10.3. Communications Requirements:

A9.10.3.1. Limited access to phone, message, and Internet services.

A9.10.3.2. A computer with a printer, if available, at inspected units.

A9.10.4. Lodging Requirements. Make arrangements**,** as needed**,** during preinspection coordination between inspectors and units to be inspected.

A9.10.5. Transportation Requirements. Make arrangements, as needed, during preinspection coordination between inspectors and units to be inspected. Onbase units and other units possessing government-owned or government-leased vehicles should be prepared to provide one vehicle for inspectors while they are inspecting the unit. Pickup and dropoff at the airport and between quarters and the unit may also be required.

A9.10.6. Miscellaneous Requirements:

A9.10.6.1. Paper copy of the slide presentation of the unit commander or supervisor inbriefing for each inspector. *NOTE:* Inbriefing should not exceed 30 minutes.

A9.10.6.2. Access to all facilities, classrooms, offices, storage areas, lockers, etc.

A9.10.6.3. Information on highest level of classified material used and access requirements (special purpose access, Top Secret, Secret, Confidential, FOUO, etc.).

A9.10.6.4. Appointments with host managers. (*NOTE:* Specific requirements will be made during preinspection coordination.)

A9.10.6.5. A list of documents to be reviewed by the inspector at the inspected unit. This list will be provided during preinspection coordination. Place faculty folders, training records, student administrative records (AETC Forms 98, **Student Progress Checklist;** 156, **Student Training Report;** 325, **Student Accounting and Attendance Record;** and 667, **Criterion Checklist**) for the past 6 months, and the unit's previous standardization/evaluation (stan/eval) report in the designated work area. Management records for other required programs must be readily available when unit program managers are briefing IG inspectors.

A9.11. Project Officers. Each base designates a project officer when notified of a HQ AETC/IG inspection. This officer coordinates with the HQ AETC/IG project officer to ensure all inspection team requirements (transportation, lodging, work areas, etc.) are satisfied. Upon notice of inspection, provide HQ AETC/IGIOT with requirements for access to classified information (see paragraph A9.15, this supplement). The base project officer should ensure compliance with all requirements outlined in paragraph A9.7 of this supplement, areas contained in Attachment 10 (Added)(AETC), and any amendments included in the notification memorandum. The base project officer should surface any limited team support capabilities (such as restricted operating hours of messing facilities, etc.).

A9.12. Observer Program. The observer program offers units an opportunity to gain a feel for how the HQ AETC/IG team operates and to see first hand how other units respond to inspections. For small units wishing to observe, such as AFROTC, recruiting, and technical training GSUs, contact HQ AETC/IGIE/IGIR/IGIOT, respectively. Large units will use the following procedures:

A9.12.1. Wings will submit observer requests, through the unit project officer, to HQ AETC/IGIOM not later than 30 duty days prior to the ORI wishing to be observed. Include name, grade, organization, duty phone, and e-mail address requested of observers. Also provide a listing of the **specific** areas to observe. Areas should be tied to a tab from a previous report; for example, public affairs, command post, or civil engineer operations flight. If necessary, exceptions to this policy may be granted by HQ AETC/IG.

A9.12.2. HQ AETC/IGIOM will compile all observer requests, identify inspection areas where there are requests for more than one observer, and immediately notify wings whose requests are denied because of conflicts or duplication. Only one observer will be allowed for each inspector. Units may submit as many requests as desired; however, HQ AETC/IG will normally approve a maximum of 25 observers per inspection. Wings having an ORI in the next 4 to 6 months will have priority.

A9.12.3. HQ AETC/IGIOM will send the deconflicted list of proposed observers to the inspected wing IG for review and approval not later than 12 duty days before the ORI.

A9.12.4. The inspected unit's project officer will provide HQ AETC/IGIOM the final approved observer list not later than 10 duty days prior to the ORI. The inspected wing will have final approval authority for that list.

A9.12.5. HQ AETC/IGI will send the final approved list by message, fax, or e-mail to the IG at each wing who requested observers not later than 8 duty days before the ORI. The approved list will include an assigned inspector and contact number for each observer.

A9.12.6. Once approved, observers will make their own lodging and transportation arrangements. TDY funding will be the observer unit's responsibility. Observers will contact their assigned inspectors at HQ AETC not later than 5 duty days prior to the ORI to establish a meeting place and time at the inspected wing.

A9.12.7. The assigned inspectors will issue appropriate identification (ID) badges to their observers at the first meeting and review observer rules of engagement (ROE) with them. Before each observer departs, the assigned inspectors will collect their ID badges.

A9.12.8. Basic ROEs for observers are as follows:

A9.12.8.1. For observing other than one-on-one interviews (major accident response exercise [MARE], mobility processing, etc.), the HQ AETC/IG will set a maximum number of observers. The number will be situation dependent.

A9.12.8.2. Observers must not interfere with the inspection process under any circumstance. Observers may, however, ask inspectors questions when no personnel from the inspected unit are present.

A9.12.8.3. Observers will not be allowed to attend the daily wrap-up meetings or enter the work center.

Section A9C—Conducting Inspections

A9.13. Applicability of Procedures. This section provides basic guidelines for conducting and reporting inspections and is primarily oriented toward base-level ORIs, UCIs, CSAIs, and HCIs. However, much of the information also applies to other inspections.

A9.14. Inspection Briefings:

A9.14.1. Executive Inbrief. The installation commander provides a briefing to the inspection team chief and key members of the inspection staff. At technical training GSUs, the detachment commander/chief or operating location chief will provide a briefing to the team chief. This gives the commander the opportunity to highlight areas of note and/or concern and to present requested information to the team. AFROTC detachments are exempt from this requirement. The team chief then reviews the purpose, scope, and conduct of the inspection with the installation commander and staff. If the team arrives on other than a normal duty day, inbriefing requirements and inspector schedules may vary, but base personnel should realize the inspection actually begins when any element of the team arrives at the inspection location.

A9.14.2. Host Briefing Requirements for ORI, CSAI, UCI, and HCI Teams. The following instructions provide general guidance on the types of information required during the executive inbrief to AETC inspection teams. Items should be concise—the entire briefing should not exceed 30 minutes. The resident auditor and tenant unit commanders should be invited to attend. No group-, squadron-, or flight-level briefings will be given.

A9.14.2.1. General Information Desired:

A9.14.2.1.1. Significant unresolved problems discovered as a result of higher headquarters (HHQ) staff visits, audits, etc.

A9.14.2.1.2. Unusual security problems.

A9.14.2.1.3. Other unusual problems.

A9.14.2.2. Operations and Training (includes technical training GSUs):

A9.14.2.2.1. Instructor status to include authorized versus assigned strength.

A9.14.2.2.2. Community College of the Air Force degree-applicable courses and qualification status of assigned instructors (applies to technical training GSU inspections only).

A9.14.2.2.3. Scheduling effectiveness and related problems.

A9.14.2.2.4. Significant operations or training problems.

A9.14.2.2.5. Class loads, graduation rates, and attrition rates.

A9.14.2.3. Support:

A9.14.2.3.1. Significant manning and skill-level deficiencies.

A9.14.2.3.2. Problems associated with training.

A9.14.2.3.3. Facility limitations.

A9.14.2.4. Logistics:

A9.14.2.4.1. Significant requirements associated with major tenants.

A9.14.2.4.2. Manning and skill-level deficiencies.

A9.14.2.4.3. Facility limitations.

A9.14.2.5. Readiness. AETC WMP-1 Annex A tasking: equipment and personnel shortages.

A9.14.2.6. Safety. Significant problem areas, including major ground safety hazards, explosives safety issues, or flying safety hazards.

A9.14.2.7. General Areas. General areas of significant accomplishment or future challenges.

A9.14.2.8. Recruiting Groups and Squadrons. Inspection team requirements will be identified in the notification memorandum to the unit.

A9.14.2.9. Information Not Required:

A9.14.2.9.1. Unit history.

A9.14.2.9.2. Review of real property and value.

A9.14.2.9.3. Overview of safety program.

A9.14.3. Status Briefs. Commanders receive daily update briefings. Inspectors brief functional area managers as appropriate during the inspection and address major problems as soon as possible. Ratings are not provided until the day of the outbrief.

A9.14.4. Functional Area Outbriefs. Once the inspection of a functional area is complete, inspectors brief the functional area manager. These are informal discussions of all positive areas noted as well as significant deficiencies identified during the inspection, with emphasis on ensuring a full understanding of all findings. Inspectors do not provide ratings during these outbriefs.

A9.14.5. Executive Outbrief. The executive outbrief provides the installation commander and senior staff the inspection results and ratings for the various organizational elements and functional areas. The outbrief is an informal synopsis of each major organization and functional area, with emphasis on problems identified during the inspection. The installation commander and senior staff, the AETC Inspector General, inspection team chief, Air Traffic System Evaluation Program (ATSEP) team chief, and HQ AETC/IG branch chiefs normally attend. Occasionally, the NAF commander and select NAF senior staff attend. Contractor personnel do not attend this outbrief.

A9.15. Authorized Access to Material. Inspectors are authorized access to any material related to the inspection commensurate with their security clearances and special access authorization. This includes reports of audit, SAVs, stan/eval inspections, quality control results, Privacy Act, and Freedom of Information Act records or information. Contract QAEs/QARs will provide a copy of all SOWs, PWSs, and PRDs with all current changes. Inspectors are also authorized to review inspection reports on, and agreements with, associate units to ensure that identified discrepancies and existing support problems receive adequate command attention.

A9.16. Weekend and Nonduty Hours of Inspection. Most of the ORI, CSAI, UCI, and HCI will take place during normal duty hours. However, base activities that operate at night or on weekends and holidays (command post, law enforcement desk, maintenance operations center, flying training, technical training classes, services activities, etc.) may be inspected at any time. Inspectors will minimize interference with the mission of the inspected unit and attempt to avoid the need for civilian overtime. ANG and AFRC units will normally be scheduled as a mandatory unit training assembly.

Section A9D—Reporting

A9.17. Inspection Reports:

A9.17.1. Reports are written and published in the field (except small team reports, such as recruiting, AFROTC, NCOA, and technical training GSU reports). The report provides commanders at all levels an assessment of the inspected organization's ability to accomplish its missions and responsibilities. Additionally, it serves as a vehicle to crossflow information to other organizations and the HQ AETC

staff. Reply instructions at the back of the report specify responsibility for corrective action and requirements for written replies. Wing and comparable units' reports are posted at https://www.aetc.af.mil/ig and are password protected. Contact HQ AETC/IGIX at DSN 487-5345/2529 for additional information on passwords and report access.

A9.17.2. The inspection team writes and publishes a separate CSAI report. Each contracted function is rated individually under separate tabs. A contractual reference is included with each finding. Contract discrepancies are validated with the FAC, FD (or FC), QAE, and QAR prior to validating with the contractor's project manager, with interpretation differences referred to the contracting officer before completing the validation. FACs, FDs (or FCs), QAEs, and QARs are responsible for distributing the CSAI report to respective contractors and corrective action replies to the report. Limited copies of the report are distributed to the installation commander and senior staff and to the HQ AETC staff.

A9.18. Inspection Terminology Explained:

A9.18.1. Answerable Finding. A significant deficiency that requires specific answers to HQ AETC on actions taken to correct the deficiency. In the report, an answerable finding is identified by the word "Answerable" in parentheses following the finding number. Units answer findings with sufficient detail to permit the HQ AETC staff to determine adequacy of corrective actions and provide assistance as required.

A9.18.2. Answerable Discrepancy. Nonconformance with contractual requirements; requires specific answers from the QAE to HQ AETC on actions the contractor has taken to correct the discrepancy.

A9.18.3. FWA Item. An actual or potential fraudulent, wasteful, or abusive practice involving government resources (funds, property, materiel, personnel, etc.) as defined in AFI 90-301, *Inspector General Complaints.*

A9.18.3.1. If actual fraud is found, or if sufficient validated evidence indicates potential fraud, the finding is not included in the report. Instead, a memorandum of the inspection finding is prepared and forwarded to the team chief. The team chief furnishes the memorandum to the Office of Special Investigations and the commander concerned.

A9.18.3.2. Inspection findings supported by sufficient validated evidence of (potential) waste or abuse are identified with the acronym "FWA" in parentheses and a final bullet stating: "This was a potential item under the Air Force Fraud, Waste, and Abuse Program."

A9.18.4. Higher Headquarters Item. Any finding that requires action from a higher level to resolve. These items are written in the appropriate tab of the report and also in the higher headquarters section.

A9.18.5. Nonanswerable Finding. A significant deficiency that is corrected before or during the inspection, or which does not require tracking by HQ AETC. In the report, nonanswerable findings are identified by the word "Nonanswerable" in parentheses following the finding number.

A9.18.6. Nonanswerable Discrepancy. Nonconformance with contractual requirements; the discrepancy is corrected prior to or during the inspection and does not require the QAE to answer HQ AETC.

A9.18.7. Repeat Finding. A finding reported in the unit's previous inspection report or a recent audit agency report that exists during the current inspection. A repeat finding exists only if the item was a finding (answerable or nonanswerable) in that unit's most recent inspection or audit report. Repeat findings are answerable findings.

A9.18.8. Repeat Contract Discrepancy. A contract discrepancy reported in the unit's previous inspection report or audit agency report that exists during the current inspection. A repeat contract discrepancy exists only if the item was a contract discrepancy (answerable or nonanswerable) in that unit's most recent inspection or audit report.

A9.18.9. Safety, Fire, or Health Item. This draws special attention to deficient safety, fire, or health conditions, procedures, or practices that may create a potential for producing death, injury, occupational illness, or equipment or property damage, including noncompliance with OSHA and Air Force Occupational Safety and Health (AFOSH) requirements. Unless exceptional mitigating circumstances exist, these items are answerable findings. In wing or equivalent reports, safety, fire, or health items are documented in the commander or functional agency support tab with cross-references to the appropriate findings in the functional area tabs.

A9.18.10. Special Interest Item (SII). The Air Force IG, AETC Commander, and ANG Director designate as SIIs those areas or functions requiring particular inspection interest and compliance. Functional authorities analyze feedback from SIIs to facilitate decision-making and policy adjustments. Air Force and AETC SIIs are identified by number and have prescribed expiration dates. ANG SIIs are also identified by number, but do not specify an expiration date at initial publication. A separate tab in the inspection report summarizes the status of current SIIs. If an area covered by an SII receives a finding, the SII area tab will normally include a cross-reference to the appropriate functional area tab.

Section A9E—Ratings

A9.19. Determining Ratings. To ensure objectivity and consistency, inspectors use governing directives, their functional expertise, and an extensive validation process to determine ratings. Rating definitions are contained in the basic instruction and are not determined by comparing one unit with another. The standard of performance is Satisfactory.

A9.20. Areas To Be Rated. HQ AETC/IGI determines the units and functional areas rated during each inspection. The inspection report is arranged by organizational elements and functions.

Section A9F—Post-Inspection Actions

A9.21. Distribution of Reports. After the team returns to Randolph AFB, HQ AETC/IGIX posts the ORI, UCI, HCI, and CSAI reports at https://www.aetc.af.mil/ig normally within 5 workdays for access by appropriate AETC staff agencies and other authorized units. HQ AETC/IGI provides one hard copy to AETC/CV.

A9.22. Information to the AETC Commander. The appropriate AETC NAF commander normally attends wing-level inspection outbriefs. Upon return, the HQ AETC/IG briefs the AETC Commander and staff on significant aspects of the inspection. The inspection reports on smaller units (recruiting units, AFROTC detachments, etc.) are provided to appropriate staff OPRs and OCRs. Reports on units rated marginal or unsatisfactory are provided to the AETC Commander. If the unit is an ANG- or

AFRC-gained unit, the appropriate ANG or AFRC commander will be notified; that is, for ANG units, NGB/IG/CF will be notified, and for AFRC units, HQ AFRC/IG/CC will be notified.

A9.23. Followup Inspections. Followup inspections are conducted for unsatisfactory ratings at the squadron level and above. (Refer to paragraph 2.9.6 [Added][AETC].) HQ AETC/IG is the approval authority for all followup inspections.

A9.23.1. Followup inspections of AFROTC detachments are conducted for overall detachment ratings of Unsatisfactory, normally at the end of the following academic term after the initial inspection. For example, a followup inspection will be conducted in May for AFROTC detachments that received an overall Unsatisfactory rating in the fall academic term, and December for detachments inspected in the spring academic term.

A9.23.2. HQ AETC/IG will provide a report of the followup inspection to the unit commander within 10 duty days of inspection completion.

A9.24. AETC Deficiency Management System (ADMS). The ADMS consists of the administrative procedures and management controls established to process inspection reports and replies to answerable findings.

A9.24.1. HQ AETC/IGIX manages the ADMS for all HQ AETC/IG reports. Units send reports of corrective action to HQ AETC/IG as instructed in the specific report. HQ AETC/IGIX distributes these reports to HQ AETC/IGI branches for review and reply as to adequacy of corrective actions initiated or completed by the inspected unit. Inspectors coordinate their replies with the appropriate AETC functional representative and forward their replies to HQ AETC/IGIX by the assigned suspense. Attachment 12 (Added)(AETC) outlines AETC staff responsibilities concerning corrective actions taken by AETC activities.

A9.24.2. HQ AETC/IGIX closes findings on an individual basis after the responsible staff agency and the functional area inspection branch determine corrective actions are adequate. HQ AETC/IGIX notifies the inspected activity when the inspection report has been closed.

A9.24.3. Reports not closed before conducting a subsequent inspection are formally closed when the new inspection begins.

Section A9G—AETC Liaison and Support for Air Force Inspection Agency (AFIA) Inspection Teams

A9.25. Purpose. This section establishes responsibility for arranging administrative support and liaison with AFIA inspection teams visiting AETC and field activities.

A9.26. HQ AETC/IG Responsibilities:

A9.26.1. If requested by AFIA, designates a liaison officer responsible for administrative aspects of the visit.

A9.26.2. Coordinates scheduled AFIA inspection visits.

A9.26.3. Apprises the AETC Commander and staff of significant issues as they occur.

A9.26.4. Informs the AETC staff of AFIA field inspection efforts applicable to AETC.

A9.26.5. Coordinates all inspections of AFRC units with HQ AFRC/IGIO and defers all compliance inspections (to include CSAIs) for AFRC units to HQ AFRC/IG.

A9.27. Responsibilities of Directors and Chiefs of Special Staff Agencies:

A9.27.1. Designate a staff project officer (when requested) to work with the HQ AETC/IG liaison officer on administrative arrangements for scheduled inspections related to an appropriate staff area of responsibility.

A9.27.2. Prepare orientation briefings, as required, within their area of responsibility for inspectors visiting AETC headquarters.

Attachment 10 (Added)(AETC)

SPECIALIZED INSPECTION REQUIREMENTS

A10.1. Purpose. This attachment describes AETC base-level preparation actions for inspections.

A10.2. General Information. All items requested to be placed in private work areas at the inspected base will be returned at the end of the inspection. Information may be requested to satisfy unique requirements. All requested information should be provided in electronic format (Microsoft Office compatible).

A10.3. Overall IG Team Requirements:

A10.3.1. A list of key personnel, to include unit assigned, duty phone, title, name, grade, and date assigned, for all commanders (including tenant units) to group level, base IG, and command chief master sergeant.

A10.3.2. Copy of the base supplement to AFI 36-2903, *Dress and Personal Appearance of Air Force Personnel*.

A10.3.3. Identification of a POC to help administer the Weight and Body Fat Measurement Program (WBFMP) inspection. The AETC Commander has directed HQ AETC/IG inspect the WBFMP to validate its effectiveness. The POC:

A10.3.3.1. Should contact HQ AETC/IGISS approximately 2 weeks before the inspection to arrange details and WBFMP inspection time.

A10.3.3.2. Will be responsible for setting up the inspection location and notifying the health promotion manager at the health and wellness center of upcoming mass weigh-ins.

A10.3.3.3. Will be responsible for providing squadrons with names of those to be screened (reporting time and date for inspection), sample notification memorandums, providing four personnel (two females and two males) to assist in conducting weight and height checks, ensuring proper inspection equipment is available (at least two scales; proper height-measuring tools; and weight, height, and body fat charts), obtaining body fat results for those requiring taping, and compiling statistics.

NOTE: The inspectors (HQ AETC/IGISS) will present the POC with names of those to be screened, broken down by squadron, 1 duty day prior to weigh-in date.

A10.3.4. A list of all local off-limit establishments.

A10.4. Audiovisual Support Requirements:

A10.4.1. Executive Outbrief. Video projector and computer capable of displaying PowerPoint-generated slides.

A10.4.2. Theater Outbrief: (*NOTE:* This paragraph pertains to wings only.)

A10.4.2.1. Two lighted lecterns with spare light bulbs. Lighted lecterns must be positioned or configured using black construction paper to prevent light from shining on the screen during the presentation.

A10.4.2.2. Public address system for the wing outbrief. The system must include one microphone at each lectern and one portable handheld microphone. It must also accommodate the interface of a laptop computer or videocassette recorder (VCR). Provide a technician familiar with the system for the IG practice sessions and the actual wing outbrief.

A10.4.3. Photography. (*NOTE:* This paragraph pertains to wings only.) Approximately 60 days before the inspection, the unit project officer will receive a list of required photos and graphics, a suspense date, and mailing instructions. Photos should be taken with digital cameras. Images must be 800 pixels wide by 600 pixels high at 96 dots per inch (dpi) using Joint Photographic Experts Group (JPEG) compression and 24-bit color depth. Images should be named as follows: 001A, 001B, etc., according to the numbering system in the list of required photos and graphics. Take caution when shooting the photographs because most cameras record images in a 3:2 ratio that must then be cropped to a 4:3 ratio (800 by 600 pixels). This means that some information on the extreme left and right of the image will be cropped. View all photos at the base theater (full screen), if possible, to reduce the number of retakes.

A10.4.3.1. Photos and graphics must:

A10.4.3.1.1. Be bright and clearly focused when projected on the base theater screen. If possible, take outdoor photos on sunny days to ensure the best lighting and brightness.

A10.4.3.1.2. Be current and reflect personnel assigned to the wing during the inspection.

A10.4.3.1.3. Be "action shots" (except commander or group photos). All faces must be visible on small group office shots—photos with hidden faces are not acceptable. Do not send photos of people talking on telephones unless it is their primary job.

A10.4.3.1.4. Show more than one person unless otherwise specified. (If person is in a one-deep position, show him or her with a customer.)

A10.4.3.1.5. Be taken with the camera in the horizontal position.

A10.4.3.2. All personnel must comply with AFI 36-2903 and command supplements, applicable OSHA standards, and IG requirements identified in this attachment. ANG units and members gained by AETC will comply with AFI 36-2903/ANG Sup 1, Attachment 3. Common problems encountered with photos from wings are:

A10.4.3.2.1. Personnel outside without hats, eyes closed, faded battle dress uniforms (BDU), hair out of standards, inconsistent wear of aircrew scarves, aircrew nametags not meeting command requirements, personnel not wearing required safety items (such as goggles, ear protection, gloves, etc.), personnel not observing safety practices (such as wearing jewelry when prohibited), personnel without required organizational patches, and personnel standing on objects above ground level. The only exception to not wearing a hat should be flight line and indoor photos. Hats must be worn even if personnel are in a designated "no-hat" area, except on the flight line.

A10.4.3.2.2. Lack of OSHA-mandated protective equipment worn by personnel when clearly warranted.

A10.4.3.2.3. The wearing of sunglasses in group photos. Glasses with light-sensitive lenses for indoor/outdoor use are acceptable if they are not extremely dark. To avoid the possibility of a retake, ensure personnel do not wear sunglasses.

A10.4.3.2.4. Office photographs taken in a cluttered area displaying a nonprofessional work environment due to messy desks, soda cans, gym bags, etc., appearing in the photograph.

A10.4.3.3. All requested graphic wing or group shields should have the same black background. If the group does not have a shield, use the wing shield. Each organization being inspected must be represented by a graphic shield of some type.

A10.4.3.4. Label all photos as indicated in the audiovisual memorandum (see paragraph A10.4.3). Label each file with the same number (with an alphabetical extension; such as 001A, 001B, etc.) when multiple photos of the same subject are requested.

A10.4.3.5. HQ AETC/IG will request a retake if the photographs or graphics do not meet the specified requirements.

A10.4.3.6. Coordinate the suspension of movies or other events at the base theater with the support group commander during the final 2 days of the inspection if the IG outbrief is scheduled for the theater.

A10.5. Functional Area Inspector Requirements. For a complete listing of requirements, refer to Functional Area Inspector Requirements at https://www.aetc.af.mil/ig.

Attachment 11

GUIDE FOR PREPARING REPLIES TO ORI, UCI, HCI, AND CSAI REPORTS

A11.1. Initial Replies to Unit Findings. The ORI, UCI, HCI, and CSAI reports identify answerable and nonanswerable findings and discrepancies. Units will prepare replies according to procedures in the reply instructions of the inspection report and forward one consolidated input to HQ AETC/IGIX. ANG units will send their responses through their state headquarters and NGB/IG to HQ AETC/IG. HQ AETC response (if required) will be returned to the unit through NGB/IG and state headquarters.

A11.1.1. Prepare replies according to the format in Figure A11.1. Use a separate page for each answerable finding or discrepancy. Include the tab number, finding number, and a restatement of the finding at the top of the page. Use 12-point Times New Roman font; include the date and Privileged Document statement on each page; and attach a cover memo (Figure A11.2).

A11.1.2. In the reply, include corrective actions taken or contemplated. Cover the fundamental causes of the deficient condition rather than the correction of specific examples which may have been cited to illustrate these conditions. Describe actions and procedures initiated or implemented to prevent recurrence and provide sufficient detail so the inspectors and AETC staff can determine if the corrective actions are adequate. State in the comments if cited deficiencies are beyond base capabilities to resolve without action by HQ AETC. In addition, identify the responsible MAJCOM or staff agencies and describe the actions required. Following the final sentence of the reply, indicate the date corrective actions were completed or an estimated completion date. Always indicate the grade, name, office symbol, and telephone number of the person responsible for monitoring corrective actions. Include a recommendation to either close the finding or keep it open.

A11.1.3. An incomplete item at the time of the initial reply becomes a suspense item and will be so indicated preceding the reply. Following the reply, indicate the estimated completion date for the actions (Figure A11.3).

Figure A11.1. Sample Unit Finding Reply Format.

Randolph AFB TX   (Transmittal Date)
5 - 14 Aug 01

SUBJECT: Contracting

<u>FINDING</u>

Tab A-1.2 (Finding 1): More thorough training of buyers would have prevented the award of a purchase order prior to funds being available.

All buyers were reminded of the importance of attention to detail and were trained on provisions of the Antideficiency Act. In addition, the purchase request control section started screening all incoming purchase requests on 1 Sep 01 for proper certification to requesting activities. Finally, contracting officers were provided a more detailed checklist to review. Prior to signing each document, contracting officers will review purchase requests for both timeliness and adequacy of funding.

Action completed: 28 Sep 01; Monitor: Mr Fred Smith, 12 CONS/LGCV, DSN 487-3333.

Recommend finding be closed.

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A11.1.4. Actions may not have been completed on all aspects of a finding at the time of reply, so a portion of the finding remains a suspense item. Indicate the date corrective actions were taken on the completed items immediately following the comments pertaining to that portion. Follow this with a suspense item comment and indicate the estimated completion date (Figure A11.4).

A11.1.5. Findings must be closed as soon as possible, but no later than 12 months after the last day of the inspection.

A11.1.6. Additional reply instructions are included in the back section of each inspection report.

Figure A11.2. Sample Cover Memorandum.

(Transmittal Date)

MEMORANDUM FOR HQ AETC/IG

FROM: 12 FTW/CC
            100 F Street East, Ste 99
            Randolph AFB TX 78150-5001

SUBJECT: Replies to ORI (or CSAI) Report at Randolph AFB TX, 5 - 14 Aug 01

1. In accordance with instructions contained in the ORI report, 12th Flying Training Wing, Randolph AFB TX, 5 - 14 Aug 01, the attached replies are submitted.

2. This memorandum does not contain "For Official Use Only" information; however, the attached replies are marked "For Official Use Only" and contain privileged information. The replies are considered a "PRIVILEGED DOCUMENT that cannot be released in whole or in part to persons or agencies outside the Department of Defense, nor can it be republished in whole or in part in any publication not containing this statement, including DoD and Air Force magazines and general use pamphlets, without the express approval of the Secretary of the Air Force."

                                     JOHN WALKER, Colonel, USAF
                                     Commander

Attachment:
Replies to Report

Figure A11.3. Sample Unit Finding Reply Format with a Suspense Item.

Randolph AFB TX   (Transmittal Date)
5 - 14 Aug 01

SUBJECT: Public Affairs

<u>**FINDING**</u>

Tab A-2.2 (Finding 2): Management of public releases was poor due to lack of attention to internal procedures of research, coordination, documentation followup, style, and production. If condition is allowed to continue, it could result in an embarrassing incident for the base and the Air Force.

(Suspense item) Response to news queries and public releases are not well coordinated through base agencies and within the office to ensure accurate reporting and packaging. Internal routing policies of news releases ensure compliance with the Associated Press Style Guide, and correct grammar, punctuation, and spelling. Proper documentation is being accomplished within the Public Affairs Division. Actions complete; continue monitoring through 30 Sep 01.

Estimated completion date: 10 Oct 01; Monitor: Maj Joe Jones, 12 FTW/PA, DSN 487-2992.

Recommend finding remain open.

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Figure A11.4. Sample Unit Finding Reply Format with a Suspense Item Comment.

Columbus AFB MS   (Transmittal Date)
3 - 12 Jun 01

SUBJECT: Services/Lodging

<u>FINDING</u>

Tab B-1.1 (Finding 3): Transient Airmen quarters were below desired quality of life standards.

HQ AETC/CE message, 14 Nov 00, Maintenance Standards, precludes all construction projects other than emergency repair and essential maintenance. To preclude expensive rehabilitation, the TAQ was moved to a more suitable location, which meets desired standards. Improvement of services was affected through the expenditure of additional nonappropriated funds.

Action completed: 10 Jul 01; Monitor: Mr. Bill Black, 14 FTW/SVHB, DSN 742-1234.

(Suspense Item) Adequate dormitory and lounge furniture will be provided the TAQ as excesses are generated by the inactivation of squadrons.

Estimated completion date: 31 Jul 01; Monitor: Ms. Jane Adams, 14 FTW/SVHM, DSN 742-3344.

Recommend finding remain open.

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A11.2. Initial Replies to Findings Requiring Higher Headquarters (HHQ) Actions. All findings listed in the HHQ items section of ORI, UCI, and CSAI reports require a written reply from the HHQ OPR, coordinated between the HHQ OPR and the inspected unit (Figure A11.5). HQ AETC/IG will determine the directorate responsible for a HHQ finding during the inspection and forward the finding to the appropriate director. The inspected unit must designate a POC to work with the HHQ OPR to ensure all findings are closed. Replies must be submitted along with other unit finding replies. The director will designate a POC within the directorate. Quarterly followups are required; findings must be closed by the next inspection.

Figure A11.5. Sample Finding Reply Format Requiring HHQ Action.

Lackland AFB TX   (Transmittal Date)
4 - 13 Mar 01

SUBJECT: Security Forces Operations Flight

<u>**FINDING**</u>

Tab B-3.6 (HHQ Finding 22, HQ AETC/SF): Two close boundary sentries were unable to provide adequate security for one of the Priority "A" restricted areas (HHQ assistance required).

A comprehensive survey of the area was conducted which revealed two close boundary sentries are indeed inadequate to meet the prescribed requirements. HQ AETC/SF and HQ AIA/SO, in conjunction with the 37 SPS, are developing a request for installation of an intrusion detection system (IDS) on the restricted area boundary. The cost of the IDS will be paid for by converting the close boundary sentries under the Productivity Investment Funds Program. Since the time for installation may vary from 1 to 3 years, the unit will submit a waiver for the inadequate detection capabilities. Compensatory measures will be in place to ensure adequate security.

Action completed: 27 Apr 01; Monitor: CMSgt Thomas Bird, SFI, DSN 457-2513.

Recommend finding be closed.

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A11.2.1. In the reply, include corrective actions taken or contemplated. Cover the fundamental causes of the deficient condition rather than the correction of specific examples which may have been cited to illustrate these conditions. Describe actions and procedures initiated or implemented to prevent recurrence and provide sufficient detail to determine the adequacy of the corrective actions. If cited deficiencies are beyond HQ AETC capabilities to resolve without action by HQ USAF, state this in the comments and identify the responsible Air Staff agency. Following the final sentence of the reply, indicate the date corrective actions were completed or an estimated completion date. Always indicate the grade, name, office symbol, and telephone number of the person responsible for monitoring corrective actions. Include a recommendation to either close the finding or keep it opened.

A11.2.2. An item incomplete at the time of initial reply becomes a suspense item and will be so indicated preceding the reply. Following the reply, indicate the estimated completion dates for the actions (Figure A11.6).

Figure A11.6. Sample HHQ Finding Reply Format with an Estimated Completion Date.

Lackland AFB TX   (Transmittal Date)
4 - 13 Mar 01

SUBJECT: Security Forces Operations Flight

<u>FINDING</u>

Tab B-3.6 (HHQ Finding 22, HQ AETC/SF): Two close boundary sentries were unable to provide adequate security for one of the Priority "A" restricted areas (HHQ assistance required).

(Suspense item) A comprehensive survey of the area was conducted which revealed two close boundary sentries are indeed inadequate to meet the prescribed requirements. HQ AETC/SF and HQ AIA/SO, in conjunction with the 37 SPS, are developing a request for installation of an intrusion detection system (IDS) on the restricted area boundary. The cost of the IDS will be paid for by converting the close boundary sentries under the Productivity Investment Funds Program. Since the time for installation may vary from 1 to 3 years, the unit will submit a waiver for the inadequate detection capabilities. Compensatory measures will be in place to ensure adequate security. The waiver request and approval should be completed within 30 days.

Estimated completion date: 27 Apr 01; Monitor: CMSgt Thomas Bird, SFI, DSN 457-2513.

Recommend finding remain open.

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A11.2.3. Actions may not have been completed on all aspects of a finding at the time of reply, so a portion of the finding remains a suspense item. Indicate the date corrective actions were taken on the completed items immediately following the comments pertaining to that portion. Follow this with a suspense item comment and indicate the estimated completion date (Figure A11.7).

Figure A11.7. Sample HHQ Finding Reply Format with a Suspense Item Comment.

Lackland AFB TX   (Transmittal Date)
4 - 13 Mar 01

SUBJECT: Security Forces Operations Flight

FINDING

Tab B-3.6 (HHQ Finding 22, HQ AETC/SF): Two close boundary sentries were unable to provide adequate security for one of the Priority "A" restricted areas (HHQ assistance required).

A comprehensive survey of the area was conducted which revealed two close boundary sentries are indeed inadequate to meet the prescribed requirements. HQ AETC/SF and HQ AIA/SO, in conjunction with the 37 SPS, are developing a request for installation of an intrusion detection system (IDS) on the restricted area boundary. The cost of the IDS will be paid for by converting the close boundary sentries under the Productivity Investment Funds Program.

Action completed: 27 Apr 01; Monitor: CMSgt Thomas Bird, SFI, DSN 457-2513.

(Suspense Item) Since the time for installation may vary from 1 to 3 years, the unit will submit a waiver for the inadequate detection capabilities. Compensatory measures will be in place to ensure adequate security.

Estimated completion date: 31 May 01; Monitor: CMSgt Thomas Bird, SFI, DSN 457-2513.

Recommend finding remain open.

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A11.2.4. Findings must be closed as soon as possible, but no later than 12 months after the last day of the inspection.

A11.2.5. Additional reply instructions are included in the reply instructions section of the inspection report.

A11.3. Progress Replies. Provide progress reports as required, according to the reply instructions area of the report, on all items appearing as incomplete on the initial reply. Indicate completed actions or the status of incomplete actions. Prepare progress reports in the same manner and format as the initial reply.

A11.4. HQ AETC Staff Review of Unit Replies (HQ AETC Only). HQ AETC/IGIX will send copies of subordinate unit replies to inspectors for review and comment as to the adequacy of corrective actions taken. The inspector will provide his or her review and obtain that of the responsible staff agencies. Inspectors and staff agencies will concur or nonconcur with actions taken by the unit within 15 duty days and provide HQ AETC/IGIX their comments. HQ AETC/IGIX will forward the comments to the appropriate unit. HQ AETC/IGIX will return responses to ANG units through NGB/IG and state headquarters.

Attachment 12 (Added)(AETC)

OPERATIONAL READINESS INSPECTION (ORI) CONTINGENCY PHASE PROCEDURES

Section A12A—ORI Contingency Phase Procedures

A12.1. Overview. Units undergoing an ORI should make every reasonable effort to realistically respond
to exercises. Use simulation only when accomplishment will have a detrimental effect on critical daily

operations. ORIs include exercises conducted under simulated emergency conditions; however, use peacetime operating procedures and restrictions unless otherwise stated in applicable tasking messages.

A12.2. Requests for Simulations in Conducting Contingency Activities. HQ AETC/IG may direct, in tasking instructions, limited accomplishment of approved simulations to demonstrate capability. Other simulation requests are based on primary mission impact. Simulation requests designed to overcome limiting factors (LIMFAC) or shortfalls should not be submitted. Wings will take appropriate actions when dealing with LIMFACs or shortfalls for the contingency operations portion of the ORI. Route simulation requests from the group commanders through the exercise evaluation team (EET) to the inspection project officer and forward them to HQ AETC/IGIS by e-mail in a Word document for approval no later than 3 weeks before the ORI. Use the simulation request format shown in Figure A12.1. (*NOTE:* Use a separate sheet of paper for each simulation.) HQ AETC/IGIS will return the simulation package to the inspection project officer no later than team arrival. Once the ORI begins, only HQ AETC/IGISR, IGIS, or IGI can approve additional simulations.

Figure A12.1. Format for Simulation Request.

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1. Simulation identifier: (*group simulation #; for example, OG-1, LG-1*)

2. Unit: (*office symbol of organization requesting simulation*)

3. Subject: (*short title of simulation request*)

4. Simulation description: (*narrative explanation of simulation, including reference of requirement being requested to be waived, such as local plan, AFI, etc.*)

5. Justification: (*specific reasons why this procedure cannot be accomplished*)

6. Capability shown: (*explanation of how the unit will implement simulation*)

7. POC: (*name, grade, office symbol, phone number [DSN]*)

A12.3. Confidentiality of ORI Exercises. All aspects of ORI exercises must be held in strict confidence. If response action preparation is observed by the HQ AETC/IG before an exercise is initiated, the exercise is assigned an Unsatisfactory rating.

A12.4. Exercise Guidelines and Preapproved Simulations. Each exercise has a specific purpose, and exercises may progress concurrently to achieve ORI objectives. The basic guidelines of AFI 32-4001, *Disaster Preparedness Planning and Operations*, and the following paragraphs apply to exercises conducted during ORIs: (*NOTE:* Begin and end all exercise communications, such as radio and telephone, with phrases such as **"THIS IS AN EXERCISE," "EXERCISE TRANSMISSION," or "EXERCISE MESSAGE."**)

A12.5. Safety and Security Violations. If a potential or actual safety or security violation is observed, take immediate action to prevent the release of classified information, personal injury, or damage to equipment. If an actual accident occurs or if a person is injured during an exercise, any inspector may delay or terminate the entire exercise and give necessary aid. Preface any radio or telephone transmission with **"THIS IS AN ACTUAL EMERGENCY."**

A12.6. Special Exemption. Certain civilian contractors may be exempt from participating in ORI exercises.

A12.7. Participation of Department of the Air Force (DAF) Civilian Personnel. All DAF civilians are required to participate. Emergency-essential DAF civilian employees participate as specified in AFI 36-507, *Mobilization of the Civilian Work Force.* Civilian overtime is at the discretion of the installation commander.

A12.8. Marking Recall Messages. Mark recall messages **"NOT FOR TRANSMISSION."** Personnel who are on leave or temporary duty (TDY) who could be recalled in time to participate in an exercise may be simulated as being available. Personnel deployed on contingency exercise and deployment are not available and cannot be simulated for recall.

A12.9. Exercise Messages. Prepare required exercise messages but do not transmit them.

A12.10. Exercise Correspondence. Maintain a copy of incoming and outgoing exercise correspondence processed during the ORI for review daily by the inspection team. Place classified and unclassified items in separate folders.

A12.11. Emergency Vehicles. When responding to an exercise, emergency vehicles use warning lights but do not use sirens. Use vehicle-mounted sirens to announce simulated emergency withdrawal from the accident site.

A12.12. Hazardous Materials. Use the procedures in AFJI 11-204, *Operational Procedures for Aircraft Carrying Hazardous Materials*, when simulating radio calls from aircraft.

A12.13. Requests for Support or Coordination. Route requests for support or coordination required by tasking that would normally go to higher headquarters or off-base agencies to the HQ AETC/IG team or the designated representative for resolution, unless directed otherwise in the tasking instructions.

A12.14. Traffic Control. Vehicle operators must abide by posted speed limits and traffic control devices.

A12.15. Runways. Alert force routes and all runways will remain open. Simulate closing actions.

A12.16. Weapon-Loaded Aircraft. Do not have simulated accidents closer than 1,000 feet to the nearest weapon-loaded aircraft.

A12.17. Readiness Initial Response Instructions:

A12.17.1. Units must be prepared to complete actions necessary for an actual wartime deployment. HQ AETC/IGI, IGIS, or IGISR may exempt or approve the simulation of some actions. Simulations identify

actions that will not be accomplished during the inspection but would be accomplished for an actual wartime deployment. Do not use simulations to overcome shortfalls in materiel or personnel. Identify those shortfalls through levy reclaim and equipment assistance requests.

A12.17.2. Personnel simulations are authorized if alternates are not available and tasked individuals could be available in sufficient time to deploy with the team. Do not simulate personnel to allow them to participate in other inspection activities. Identify individuals simulated with "(Sim)" after their name on the TDY orders. However, if tasked individuals are not available and there is no suitable alternate available, accomplish the appropriate shortfall.

A12.17.3. Materiel simulations are authorized if tasked assets are available but cannot be deployed or processed as required. Examples include equipment supporting other real-world taskings that would be terminated for wartime deployment. Do not simulate equipment to allow its use in other inspection activities. Account for simulated materiel on manifests and load lists. Additionally, account for simulated materiel by containers of similar size and process them like the actual materiel; for example, marked, documented, palletized, netted, and tied down.

A12.17.4. Procedural simulations are authorized if wartime actions cannot be performed as required. Examples include procedures that unnecessarily jeopardize safety or are excessively expensive.

A12.17.5. The following simulations are preapproved when the unit does not actually deploy: (***NOTE:*** Do not submit these simulations for approval. HQ AETC/IG may, in the tasking instructions, direct limited accomplishment to demonstrate capability.)

A12.17.5.1. Delivery of cash to the personnel deployment unit.

A12.17.5.2. Issuance of chemical antidote.

A12.17.5.3. Issuance of flight lunches.

A12.17.5.4. Movement of controlled medical items.

A12.17.5.5. Recall of personnel from leave or TDY (see paragraph A12.8).

A12.17.5.6. Removal of protective mask filters from protective packaging.

A12.17.6. Do not use deploying team members and equipment, once deployed or simulated as deployed, in subsequent exercises until termination of the readiness activities. Set aside materiel identified for deployment.

A12.17.7. Do not deploy equipment that would be transferred to other base agencies.

A12.17.8. Prepare, but do not process, AF Forms 9, **Request for Purchase,** SFs 1169, **Government Transportation Request** (GTR), government or commercial bill*s* of lading (GBL or CBL), or other forms needed to acquire transportation or locally procured materiel. (Simulated controlled forms are acceptable.)

A12.17.9. Do not transport class 1.1 or 1.2 explosives to the marshaling area without prior coordination

with the transportation inspector.

A12.17.10. For simulated movements, complete contingency exercise and deployment orders, but do not authenticate them. Provide two copies to each traveler with additional distribution to required work centers.

A12.17.11. When a team or chalk is ready to deploy passengers and cargo, notify the transportation inspector and hold the team or chalk until inspected. After the HQ AETC/IG inspects and releases the chalk, collect all documentation, such as troop commander and cargo courier packages, AF Forms 9, CBLs, GTRs, work center logs, etc., for presentation to the transportation inspector at the end of the initial response phase.

A12.17.12. When the initial response phase is completed, prepare a package consisting of the following items and hold it for the logistics plans inspector:

A12.17.12.1. Copy of special orders.

A12.17.12.2. Deployment control center logs.

A12.17.12.3. Equipment shortfall requests.

A12.17.12.4. HQ AETC/IG-generated tasking messages.

A12.17.12.5. Levy reclaim requests.

A12.17.12.6. Load departure messages.

A12.17.12.7. Personnel on leave or TDY recall requests.

A12.17.12.8. War reserve materiel (WRM) release requests.

A12.18. Wartime Mission Support Phase Instructions. Simulated or actual support resources and facilities are restricted to the types and numbers available from lateral, in-theater, or follow-on resources and will be specified in the employment scenario.

A12.19. Air Base Defense (ABD). ABD will be evaluated in the following areas:

A12.19.1. Individual Proficiency. Demonstrate effective employment of assigned equipment and be proficient in ground combat skills.

A12.19.2. Tactics. Demonstrate the ability to detect and neutralize enemy threats.

A12.19.3. Unit Leadership. Demonstrate control of assigned forces and teamwork in executing ABD operations, ensuring priorities of work and routines of defense are instituted.

A12.19.4. Command, Control, and Communications. Establish effective communications using all available radio and telephone assets.

A12.19.5. Equipment. Demonstrate deployment with operational equipment as tasked on the logistics detail.

A12.19.6. Nuclear, Biological, and Chemical (NBC) Environment. Demonstrate actions to survive and operate in an NBC environment.

A12.19.7. Law Enforcement Squad. Evaluations will follow the ABD inspection areas and include:

A12.19.7.1. Individual Proficiency. Demonstrate effective employment of assigned equipment and be proficient in both law enforcement and combat skills.

A12.19.7.2. Law Enforcement Operations. Demonstrate the ability to provide police services.

A12.19.7.3. Protection of Resources. Demonstrate the ability to protect priority and critical resources, and neutralize hostile actions against them.

A12.19.7.4. Unit Leadership. Demonstrate control of assigned forces and teamwork in executing law enforcement operations.

A12.19.7.5. Pass and Registration. Demonstrate the ability to issue identification media to deployed forces.

A12.19.8. Specialized Teams (81mm, .50 cal., etc.). Demonstrate weapons knowledge and employment capabilities.

A12.19.9. Employment Phase Instruction. Demonstrate the ORI employment phase from a simulated deployed location or home base, depending on operations plan tasking.

A12.20. Contingency Operations Instructions. Battle staff, CP, Deployment Control Center (DCC), and applicable workcenters will activate and take actions based on scenario inputs. Actions will not be taken outside of the battle staff, DCC, or applicable workcenters unless a checklist action item requires another agency's support or assistance. Prepare required messages, but do not transmit. Several areas will be inspected by reviewing procedures established in operations plans or by testing specialized teams.

A12.20.1. The following simulations are approved:

A12.20.1.1. Aircraft dispersal.

A12.20.1.2. Base evacuation.

A12.20.1.3. Continuity of operations.

A12.20.1.4. Shelter hardening, stocking, and activation.

A12.20.2. Inspectors may present situational problem inputs (SPI). They will present SPIs directly to the battle staff, CP, or DCC for information or action. All actions will be simulated; however, they must be "staffed" and in writing. Complete all reports even if an exercise is terminated.

A12.20.3. During installation security exercises, safety is paramount and inspection team perpetrators will:

A12.20.3.1. Not attempt to flee, struggle against, or otherwise actively evade the response force.

A12.20.3.2. Not be readily identifiable as inspectors.

A12.20.3.3. Not openly display simulated weapons or use them in a threatening manner.

A12.20.3.4. Obey all orders of the responding force.

A12.20.4. Exercise scenarios will be carried to logical conclusions unless otherwise directed by the inspector.

A12.20.5. Aircrew extraction exercises may be performed in chemical warfare ensembles.

Section A12B—Wartime Mission Support

A12.21. Prime Readiness in Base Services (RIBS). Readiness personnel are evaluated in deployment and mission support.

A12.22. Personnel Support for Contingency Operations (PERSCO). PERSCO includes the ability to support preparation, training, and execution during contingency, local exercises, and emergency operations. Personnel accountability and reporting, casualty reporting, and force management are the primary responsibilities of deployed PERSCO teams and military personnel flights (MPF) supporting attached TDY forces. Inspections will focus on compliance with personnel accountability; deployed site support to commanders and personnel; and requirements of AFI 90-201, its supplements, and applicable base support plans.

A12.23. Chaplain (HC). Chaplains and chaplain assistants will respond and react to evaluator input and scenario-based situations. They will perform chaplain service support as defined in the MAJCOM HC checklist.

A12.24. Comptroller Support for Contingency Operations. Comptroller personnel will respond and react to evaluator input and scenario-based situations. They will perform financial management support as defined in the MAJCOM comptroller's deployment checklist.

A12.25. Medical Readiness. Medical personnel are evaluated on their ability to perform their readiness mission as outlined in the unit's medical contingency response plan and appropriate checklists.

A12.26. Ability to Survive and Operate (ATSO). Personnel will be inspected on their survival skills and techniques used during mission support activities and during and following attacks. The following inspection areas are evaluated and factored into the overall ATSO rating:

A12.26.1. Nuclear and biological procedures.

A12.26.2. Response to alarm conditions and mission-oriented protective posture levels.

A12.26.3. Self-aid and buddy care.

A12.26.4. Unexploded ordnance knowledge.

A12.26.5. Weapons familiarization.

A12.26.6. Overall command and control of forces and resources.

A12.26.7. Security awareness: personal, work party, convoy, and camp security.

A12.26.8. Camouflage, concealment, and deception (CCD) techniques. Inspectors will only evaluate deployable personnel.

A12.26.9. Capability to operate in a chemical environment.

A12.26.10. Familiarity with wearing of, removal/decontamination, and limitations of protective ensembles.

A12.26.11. Management and accountability of equipment, supplies, weapons, and ammunition.

A12.26.12. Operations security (OPSEC) and computer security (COMSEC).

A12.26.13. Support for ABD forces.

Section A12C—Contingency Operations

NOTE: This section is not applicable to AFRC unit-equipped or base support units or functions. AFRC/CC is the accountable agent for these peacetime operations; therefore, these areas will be evaluated by HQ AFRC/IG, as applicable, according to AFRC inspection guidance.

A12.27. Objective. To evaluate the capability of the base to react to a variety of contingency operations and protect resources.

A12.28. Scope. Exercises will be conducted to evaluate the following subareas. The overall rating will be an aggregate of the individual subarea ratings.

A12.29. Major Accident Response Exercise (MARE)/Natural Disaster Response Exercise (NDRE). HQ AETC/IGISR will contact the base EET no later than 5 calendar days before inspection start date and relay the required specifics of the MARE/NDRE. The base EET will then set up and run the MARE/NDRE on the directed time and date, with the inspectors observing both the EET and MARE/NDRE.

A12.30. Protection of Installation and Resources. The unit must demonstrate the ability to safeguard Air Force property and personnel by reducing the opportunity for theft, vandalism, sabotage, or terrorist attack. The ability to implement the installation security plan is tested. The exercises are designed to show a capability to transition from normal peacetime operations to an enhanced posture if the threat increases. HQ AETC/IGI, IGIS, or IGISR must approve exercise simulations. Two separate areas are evaluated: normal operations and enhanced operations.

A12.30.1. Normal Operations. Under normal operations, the inspectors evaluate the wing's capability to detect and react to a number of different exercise scenarios. Exercises may involve arms, ammunition, explosives, funds, mission aircraft, sensitive equipment and information, or other resources identified in AFI 31-101. Areas to be inspected are detection, reporting, command and control, response, containment, security of the scene, protection of life, and escalation avoidance (such as a hostage situation).

A12.30.2. Enhanced Operations. In enhanced operations, the inspectors will evaluate the unit's capability to transition from normal operations into the appropriate force protection condition (FPCON) and to sustain operations. Exercises will be designed to increase the FPCON level, task the unit to increase security awareness, and test the unit's ability to detect, report, and respond to terrorist activities.

A12.31. Specialized Response Teams. A representative sample of unit specialized response teams will be evaluated. These teams include shelter management and contamination control teams and readiness support teams.

A12.32. Fire Department Exercises. The fire protection flight will be evaluated on its ability to respond to a number of different exercise scenarios. These may include specialized rescue, structural and aircraft fires and emergencies, aircrew extraction, barrier engagements, hazardous materials incidents, and live training fires (both structural and crash). Evaluation areas include:

A12.32.1. Command, control, and the Incident Management System.

A12.32.2. Proficiency in, and selection of, proper tactics, strategies, and techniques. This includes:

A12.32.2.1. Proficiency with assigned tools, equipment, and vehicles.

A12.32.2.2. Rescue, firefighting, and emergency actions.